

Generating Progress Reports for Grants Online Requirements

Any problems or questions, please email oar.sg.info-admin@noaa.gov

- Sign into NIMS (<http://www.seagrant.nims.noaa.gov/Login/Login.aspx>).
- Go to “Generate Reports” in the left-hand navigation bar and select “Reports.” This will direct you to a page titled “NIMS Reports.”
- From the “NIMS Reports” page, select “Progress Report” and click on the “Next” button at the bottom of the page.
- You will be directed to a page titled “Reports.” The “Select the Report Category” field defaults to your report choice made on the previous screen (“Progress Report”).
- Choose your program name, Award #, and date range.
- Click on the “Generate” button. The system will generate your report (you will see a new screen). Your report will appear on this screen, but you will need to export it in order to review the full report. Note that you may *not* see an Annual Report Introduction (depending on the award number you select and date range). Remember, an introduction is not required for progress reports.
- To export into your chosen format, click on the icon on the top left of the report viewer, which looks like: . This will direct you to a pop-up screen titled “Export Options”. Please select either Adobe PDF or Microsoft Word. Under “Enter the page range that you want to Export” leave “All”, (the default), selected. Then, click the “ok” button. Your report will then export to either Adobe PDF or Microsoft Word.

Note: A progress report for Grants Online, as generated above, will only include projects entered in NIMS active during the date range selected (including abstracts, accomplishments/outcomes, project completion summary report and project impacts). This type of report will not include metrics, performance measures, or program impacts. If you **do not see Projects you expect to see in the report** please carefully compare the dates you entered with the dates of the Projects. Questions: email oar.sg.info-admin@noaa.gov